

## **Professional Summary**

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Versatile project, operations, IT, and marketing professional with 18 years of experience supporting engineering, leadership, and client teams. Proven record of building standardized templates, maintaining organized records, tracking budgets and deliverables, and translating technical information into clear, client-ready materials. Combines operational discipline, polished communication, creative troubleshooting, and hands-on system support to manage and execute day-to-day and long-term internal and project operations.

## **Core Competencies**

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- Project coordination & administrative support
- Documentation & template development
- Stakeholder & client communication
- Process improvement & workflow design
- Budget tracking & procurement
- IT Administration & systems support
- Digital marketing & content creation
- Marketing campaigns & social media strategy

## **Professional Experience**

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**Sharpe Engineering & Equipment, LLC** – Amherst, WI  
Project, Operations, & IT Administration | Brand & Project Strategist  
2007 – 2025

### **Project Management/Engineering Assistance**

- Created and maintained documentation standards used for project management, engineering, and client deliverables. Standards adopted company-wide.
- Supported project managers and executives with procurement, scheduling, documentation, and vendor and client communication
- Processed, reviewed, and finalized financial reports and invoices for Project Managers

### **Operations & IT Administration**

- Administered internal IT systems, managed Office 365 admin account, and served as primary technical resource for the organization
- Created and executed employee onboarding process
- Managed new employee account and hardware set-up, laptop rotation schedule, and software procurement

### **Branding & Marketing**

- Created and maintained brand-aligned templates, brochures, and proposal materials
- Translated technical scope into clear, customer-friendly messaging and visuals
- Developed digital and print marketing initiatives, including social media campaigns and trade show materials
- Served as photographer for marketing materials
- Created internal graphics and designs for employee and client communications

## **Tools**

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Microsoft Office Suite | Adobe Acrobat & Creative Suite | Canva | Quickbooks | Sharefile

## **Education**

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**Tri-County Area High School** – Plainfield, WI

Graduate, 2003

## **Volunteer Experience**

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### **North Central Wisconsin NAVHDA Chapter**

Treasurer & Secretary | 2024 & 2025

- Managed chapter finances, dues, and financial reporting
- Handled meeting documentation, records, and member communications
- Designed and built chapter website
- Currently manage chapter social media and photography

### **NAVHDA International**

Invitational Official Photographer